

## BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

### **"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
February 23-27, 2015**

#### **MONDAY, FEBRUARY 23, 2015**

- |           |  |   |
|-----------|--|---|
| *10:00 am | Transportation Coordinating Committee              | Green Bay Metro Center<br>901 University Avenue |
| *6:00 pm  | Land Conservation Subcommittee                     | UW-Extension, Room 161<br>1150 Bellevue Street  |
| *6:15 pm  | Planning, Development and Transportation Committee | UW-Extension, Room 161<br>1150 Bellevue Street  |

#### **TUESDAY, FEBRUARY 24, 2015**

- |          |   |   |
|----------|---|---|
| *5:00 pm | Planning Commission – Transportation Subcommittee | Green Bay Metro Center<br>901 University Avenue |
|----------|---|---|

#### **WEDNESDAY, FEBRUARY 25, 2015**

- |          |                          |   |
|----------|--------------------------|---|
| *5:30 pm | Human Services Committee | Northern Building, Room 200<br>305 E. Walnut Street |
|----------|--------------------------|---|

#### **THURSDAY, FEBRUARY 26, 2015**

- |           |  |   |
|-----------|--|---|
| *8:00 am  | Aging & Disability Resource Center Board of Directors          | Aging & Disability Resource Center<br>300 S. Adams Street     |
| *8:00 am  | Criminal Justice Coordinating Board<br><i>Agenda to Follow</i> | Brown County DA Office, Truttman Room<br>300 E. Walnut Street |
| *10:00 am | Land Information Council                                       | Northern Building, Room 200<br>305 E. Walnut Street           |
| *5:30 pm  | Administration Committee                                       | Northern Building, Room 200<br>305 E. Walnut Street           |

#### **FRIDAY, FEBRUARY 27, 2015**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**

**Monday, February 23, 2015**

**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL**

Diana Brown	_____	Sandy Popp	_____
Vinnie Caldara	_____	Cole Runge	_____
Corrie Campbell	_____	Mary Schlautman	_____
Brandon Cooper	_____	Julie Tetzlaff	_____
Mallory Cornelius	_____	Lisa VanDonsel	_____
Pat Finder-Stone	_____	Derek Weyer	_____
Patty Kiewiz	_____	Tina Whetung	_____
Greg Maloney	_____	Genny Willemon	_____
Tammy Marcelle	_____	John Withbroe	_____
Barbara Natelle	_____	Vacant – BC Exec.	_____

**ORDER OF BUSINESS**

1. Approval of the December 1, 2014, Transportation Coordinating Committee (TCC) meeting minutes.
2. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2015.
3. Discussion regarding the status of the State of Wisconsin Legislative Audit Bureau's audit of Medical Transportation Management, Inc. (MTM)<sup>1</sup>.
4. Round robin discussion about paratransit service.
5. Other matters.
6. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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<sup>1</sup> MTM is the private transportation broker hired by the Wisconsin Department of Human Services to coordinate Non-Emergency Medical Transportation [NEMT] services for qualifying Medicaid and BadgerCare Plus clients.

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**LAND CONSERVATION SUBCOMMITTEE**

Norbert Dantinne, Jr., Chair  
Dave Kaster, Vice Chair  
Bernie Erickson, Dave Landwehr, Tom Sieber

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, February 23, 2015  
6:00 p.m. (PD&T to Follow)  
Room 161, UW Extension  
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 26, 2015.

**Comments from the Public**

1. 2014 to 2015 Carryover Funds.
2. Such Other Matters as Authorized by Law.
3. Adjourn.

Norb Dantinne, Jr., Chair

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, February 23, 2015  
Approx. 6:15 p.m. (or to follow Land Con)  
Room 161, UW Extension  
1150 Bellevue Street**

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 26, 2015.

1. Review minutes of:
  - a. Harbor Commission (January 12, 2015).
  - b. Solid Waste Board (January 19, 2015).

### **Comments from the Public**

### **Communications**

2. Communication from Larry Adams re: Request that the Brown County Planning, Development & Transportation Committee pursue obtaining the installation of additional guard rails with the Wisconsin DOT on the FF and Hillcrest Road round-a-bout where traffic accesses Highway 29 East.

### **Airport**

3. 2014 to 2015 Carryover Funds.

### **Register of Deeds**

4. Departmental Openings Summary, February, 2015.

### **Planning and Land Services**

### **Land Information**

5. Land Information Office GIS Update.

### **Planning Commission**

6. Update regarding development of the Brown County Farm property – standing item.

**Property Listing** – No agenda items.

## **Zoning**

7. Private Onsite Waste Treatment System (P.O.W.T.S.) Program Update.

## **Port & Resource Recovery**

8. 2014 to 2015 Carryover Funds.
9. 2014 Resource Recovery Annual Report.
10. 2014 Port Annual Report.
11. Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.
12. Recommendation and Approval of Recycling Compactor & Building Expansion Bid.
13. Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution.
14. Request for Approval - RFP re: Engineering and Consulting Services for Brown County Port & Resource Recovery Department, Project #1954.

## **Public Works**

15. 2014 to 2015 Carryover Funds.
16. Recommendation and Approval for Law Enforcement Center Roof Replacement – Project #1929.
17. Summary of Operations, December, 2014 and January, 2015.
18. Director's Report.

**UW-Extension** – No agenda items.

## **Other**

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

Bernie Erickson, Chair

## **Attachments**

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**TRANSPORTATION SUBCOMMITTEE**  
**Tuesday, February 24, 2015**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL:**

***(Voting)***

Jeff Agee-Aguayo	_____	Ed Kazik	_____
Bill Balke (Vice-Chair)	_____	Patty Kiewiz	_____
Craig Berndt	_____	Tom Klimek	_____
Dan Drewery	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Tom Miller	_____
Mike Finn	_____	Rebecca Nyberg	_____
Paul Fontecchio	_____	Eric Rakers	_____
Steve Grenier	_____	Derek Weyer	_____

***(Non-voting)***

Dwight McComb (FHWA – Madison)	_____
Philip Gritzmacher (WisDOT – Madison)	_____
Chris Bertch (FTA Region 5)	_____

**ORDER OF BUSINESS:**

1. Approval of the January 26, 2015, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding Major Amendment #2 to the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
3. Discussion and possible action regarding the point values assigned to the Green Bay MPO's revised Surface Transportation Program (STP) Project Prioritization Criteria.
4. Any other matters.
5. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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### **HUMAN SERVICES COMMITTEE**

Patrick Evans  
Dan Robinson, Erik Hoyer,  
Dan Haefs, Pat La Violette

**HUMAN SERVICES COMMITTEE**  
**Wednesday, February 25, 2015**  
**5:30 p.m.**  
**Room 200, Northern Building**  
**305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 28, 2015.

### **Comments from the Public**

### **Report from Human Services Chair, Patrick Evans**

1. **Review Minutes of:**
  - a. Aging & Disability Resource Center Board Meeting (January 22, 2015).
  - b. Community Options Program Planning Committee (January 26, 2015).
  - c. Human Services Board (February 12, 2015).
  - d. Veterans Recognition Subcommittee (January 20, 2015).

### **Communications**

2. Communication from Supervisor Robinson re: That the new County Human Services Director and the Human Services Department staff put together a report to be presented at the August Human Services Committee, with monthly updates to the Committee that examines: CTC/In-patient Mental Health & AODA County Services; Community Mental Health & AODA County Services; Mental Health and AODA service offered by the community in general with which the County has a partnership.

### **Health Department**

3. 2014 to 2015 Carryover Funds.

### **Veterans Services**

4. 2014 to 2015 Carryover Funds.

### **Aging & Disability Resource Center**

5. Family Care Transition Update.

### **Human Services Department**

6. Resolution re: Helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken.*
7. Budget Adjustment Request (15-07): Any increase in expenses with an offsetting increase in revenue.
8. Budget Adjustment Request (15-08): Any increase in expenses with an offsetting increase in revenue.
9. Executive Director's Report.
10. Detox Update. *Motion at January Human Services Committee: To send to Human Services staff to come up with background/history as to when and why detox funding stopped and do research on the detox programs in other counties, including Dane County, and present to the Human Services Committee and further to direct staff to participate in community group activities to come up with a solution for detox for alcohol and heroin.*
11. Financial Report for Community Treatment Center and Community Programs.
12. Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
13. Request for New Non-Continuous Vendor.
14. Request for New Vendor Contract.

**Syble Hopp** – No agenda items.

15. Such other Matters as Authorized by Law.
16. Adjourn.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



# AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

**Thursday, February 26, 2015**

**8:00 a.m. Please Note Different Start Time!**

300 S. Adams Street, Green Bay, WI 54301

## **AGENDA**

<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting January 22, 2015	Yes	Yes
5. Comments from the public		
6. 85.21 Plan Approval and Contract	Yes	Yes
7. Directors Report <ul style="list-style-type: none"><li>a. Aging Plan Annual Self-Assessment</li><li>b. Goals and Objectives: Committees</li><li>c. Governor's Budget: Issues affecting our population</li></ul>	Yes Yes Yes	Yes
8. Finance Report <ul style="list-style-type: none"><li>a. Review and approval of January Finance Report</li><li>b. Review and approval of Restricted Donations</li><li>c. Preliminary Net Asset: Unrestricted: Committed Assignment</li></ul>	Yes	Yes Yes Yes
9. Family Care Update	Yes	
10. Legislative Updates		
11. Announcements		
12. Next Meeting- <b>March 26, 2015 Group Board Picture</b>		
13. Adjourn		Yes

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Barbara Robinson, Vice Chair  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

**AGENDA**  
Brown County  
Land Information Council  
Thursday, **February 26, 2015**  
**10:00 AM**  
**Northern Building, Room 200**  
**305 East Walnut Street, Green Bay WI**

**ROLL CALL:**

**Paul Zeller** *County Treasurer* \_\_\_\_\_  
**Bill Bosiacki** *Zoning Administrator* \_\_\_\_\_  
**Francine Roberg** *Village of Ashwaubenon* \_\_\_\_\_  
**Tom Sieber** *County Supervisor* \_\_\_\_\_  
**Patrick Austin** *Mark D. Olejniczak Realty* \_\_\_\_\_  
**Terry VanHout** *County Surveyor* \_\_\_\_\_  
**Rob Vesperman** *Land & Water Conservation* \_\_\_\_\_  
**August Neverman** *Tech Services Director* \_\_\_\_\_

**Keith Deneys** *Sheriffs Dept* \_\_\_\_\_  
**Chuck Lamine** *Planning Director* \_\_\_\_\_  
**Cullen Peltier** *Public Safety & Communications* \_\_\_\_\_  
**Dale Raisleger** *Public Works/Highway* \_\_\_\_\_  
**Chad Weininger** *Administration Director* \_\_\_\_\_  
**Jim Wallen** *Real Property Lister* \_\_\_\_\_  
**Cathy Williquette** *Register of Deeds* \_\_\_\_\_  
**Jeff DuMez** *GIS/LIO Coordinator* \_\_\_\_\_

1. Approval of the minutes from the October 28, 2014 Land Information Council meeting
2. Introduction of Paul Zeller to the council
3. Budget Updates
4. Project Reports
  - a. Aerial photos
  - b. Survey Indexing
  - c. Other Strategic Plan & Smart Goal project reports.
5. Wisconsin Land Information Program report
6. Next Meeting Location & Date
7. Any Other Matters

Notice is hereby given that action by the Land Information Council may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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### ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Allan Jamir, Vice Chair

David Steffen, Thomas De Wane

Richard Schadewald

### ADMINISTRATION COMMITTEE

Thursday, February 26, 2015

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 29, 2015.

### Comments from the Public

1. Review Minutes of:
  - a. Housing Authority (January 19, 2015).

Communications: None.

### Child Support:

2. Departmental Openings Summary, February, 2015.
3. Agency Director Summary, February, 2015.

### Corporation Counsel:

4. Monthly Report, January, 2015.

### Technology Services:

5. Technology Services Monthly Report, February, 2015.

### County Clerk:

6. Staffing Update.

### Treasurer

7. Treasurer's Report:
  - A. Status of Tax Collection Partnership(s).
  - B. Update – Sale of Tax Deeded Lands by Wis. Stats. 75.

### Human Resources

8. 2014 to 2015 Carryover Funds.

9. Activity Report for January, 2015.
10. Departmental Opening Summary, February, 2015.
11. Director's Report.

**Department of Administration:**

12. 2014 to 2015 Carryover Funds.
13. 2015 Budget Adjustment Log.
14. Departmental Opening Summary, February, 2015.
15. Budget Adjustment Request (15-04): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
16. Budget Adjustment Request (15-05): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
17. Budget Adjustment Request (15-06): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
18. Resolution re: Reauthorization of Self-Funded Worker's Compensation.
19. Director's Report.

**Other**

20. Audit of bills.
21. Such other matters as authorized by law.
22. Adjourn.

Steve Fewell, Chair

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## FEBRUARY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 11:00 am	5 Ed & Rec 5:30 pm	6	7
8	9 Exec Cmte 5:30 pm	10	11	12	13	14 
15	16	17 Veterans Recognition Subcmte 5:00 pm	18 <b>Board of Supervisors 7:00 pm</b>	19	20	21
22	23 Land Con 6:00pm PD&T 6:15 pm	24	25 Human Svc 5:30 pm	26 Crim Just Coord Brd. 8:00 am Admin 5:30 pm	27	28



## MARCH 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 11:00 am	5 Ed & Rec 5:30pm	6	7
8	9 Exec Cmte 5:30 pm	10	11	12	13	14
15	16	17  Veterans Recognition Subcmte 5:00 pm St. Patrick's Day	18 <b>Board of Supervisors 7:00 pm</b>	19	20	21
22	23 Land Con 6:00 pm PD&T 6:30 pm	24	25 Human Services 6:00 pm	26 Administration Cmte 5:00 pm	27	28
29	30	31				

## **BROWN COUNTY COMMITTEE MINUTES**

- Brown County Human Services Board (February 12<sup>th</sup>, 2015)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, February 12, 2015 in in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

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**Present:** Chairman Tom Lund  
Bill Clancy, Paula Laundrie, Helen Smits, Susan Hyland, Carole Andrews, JoAnn Grashberger

**Excused:** Craig Huxford

**Also**

**Present:** Lana Cheslock, Children, Youth & Families Manager  
Lori Weaver, Long Term Care Manager  
Kristin Madison, Accountant Supervisor  
Mary Jo VandenWymelenberg, MSW Student

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**1. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:15 pm.

**2. Approve/Modify Agenda:**

LAUNDRIE/HYLAND moved to approve the agenda.  
The motion was passed unanimously.

**3. Approve Minutes of December 11, 2014 Human Services Board Meeting:**

GRASCHBERGER/ANDREWS moved to approve the minutes dated December 11, 2014.  
The motion was passed unanimously.

**4. Executive Director's Report**

Long Term Care Manager Lori Weaver presented and handed a written report to the board written by Interim Executive Director Nancy Fennema (attached).

Q: Chairman Lund asked how employees reacted to the layoff notices.

A: Weaver stated they were expecting it and were relieved to have the closure regarding the layoff process. Many of the staff this week are receiving job offers from managed care organizations.

Q: Chairman Lund asked where we are with Plan of Correction for the Nicolet Psychiatric Hospital.

A: Cheslock stated that our correction was submitted but we have not received a response yet from the state.

Q: Citizen Board Member Laundrie asked if the managed care organizations have completed their hiring process.

A: Weaver stated they are hiring an initial group of employees now but will continue to hire as they get clients enrolled from the ADRC.

Q: Chairman Lund asked Citizen Board Member Andrews if the new Family Care district has a governing board.

A: Andrews stated that has not been determined at this time.

Q: Chairman Lund asked what the Avatar project is.

A: Weaver stated that is the upgrade of an old computer program, AS400. Our new project manager started on Monday, 2/9/15.

Q: Citizen Board Member Laundrie asked how Family Care affects the ADRC.

A: Weaver stated the ADRC becomes the door to receiving services, provides assessments of long term care functional screen, provides enrollment counseling and also enrolls individuals into the care organization of their choice.

LAUNDRIE/ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

**5. Financial Report**

Finance Manager Tim Schmitt had submitted a written report with the board packet agenda.

CLANCY/HYLAND moved to receive and place on file.  
Motion was carried unanimously.

**6. Statistical Reports:**

Please refer to the packet which includes this information.

**7. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.

**8. Request for New Vendor Contract:**

Please refer to the packet which includes this information.

**9. Other Matters:**

Chairman Lund asked that board members review the sheet passed out entitled 'Brown County Human Services Board Nicolet Psychiatric Governing Body Responsibilities' to be discussed at the next meeting.

Q: County Board Member Clancy asked if there is a recruitment occurring to fill the HS Director position.

A: Lund stated they are actively recruiting for the position.

Next Meeting: Thursday, March 12, 2015  
5:15 p.m. – Sophie Beaumont Building, Board Room A

**10. Adjourn Business Meeting:**

CLANCY/ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:37 p.m.

Respectfully Submitted,

Kara Navin  
Recording Secretary



*Brown County Human Services*

Interim Executive Director's Report to the Human Services Board - February 2015

The Human Services Department is an active entity. Through our various units and programs we work to meet the often challenging needs of people in our community every day. In the past month we were able to find homes for 9 children at 4:00 am one morning when a drug bust was made in our area. We are working with the local authorities in an effort to have advanced information in the future. This is the second time in recent months that we have assisted in relocating children in the middle of the night without prior notice. We do not need to know the particulars of a planned bust. We would however like to be informed if they suspect there are children in the home. We have a shortage of Foster Homes so our system is additionally taxed at these times.

Towards the end of January the State of Wisconsin completed a Medicare/ Medicaid survey for the Nicolet Psychiatric hospital. We received a number of deficiencies. I worked with Administration and hired consultants to assist us with the Plan of Correction. They will develop the plan working with our employees and they will help us in the implementation of the plan.

In working with our Financial and Long Term Care units, as well as the Human Resources Department, I recently notified approximately 56 employees of a possible layoff. Additional information about the transition to Family Care is attached to this report. We begin to transition clients in July and anticipate completion of the transition in October of this year. Transition means that the individuals we currently service in the Community Integration program, (CIP) and some individual we service in the Community Options Program (COP) will select services through one of three options. The Aging and Disability Resource Center (ADRC), and the state of Wisconsin are instrumental in the Family Care Transition.

Behavioral Health continues work with the various treatment court programs and the development of the Comprehensive Community Services funding source. Economic Support is working with the Bay Lake Consortium in an effort to continue regional services, and will have some additional work as people transitioning into Family Care. Financial Services is beginning to close the books for 2014 and enter information for 2015.

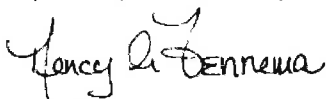
Contract and Provider Relations had a successful year, reviewing and revising our contracts, enhancing relationships with our providers, and assisting with various Department projects.

I am pleased to welcome Lisa Kay Peters as our new Project Manager for the Avatar project scheduled for full implementation later this year.

I apologize for missing tonight's meeting. My vacation was scheduled prior to Jeremy's announced resignation and planned so that I can attend a friend's wedding. I have asked some of our Managers to attend tonight if you have questions.

Also, please do not hesitate to call me or stop in.

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Nancy Fennema".

Nancy Fennema

Interim Executive Director

**BROWN COUNTY HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

Date: February 4, 2015

To: Current Adult Participants in the Community Options Program, Community Integration Program, and Children's Long Term Support Program.

From: Brown County Human Services

**THIS LETTER IS FOR INFORMATIONAL PURPOSES, NO ACTION IS REQUIRED AT THIS TIME.**

You are receiving this letter because you are a participant, or a guardian of a participant, in one of Wisconsin's Medicaid Home and Community-Based Services waiver programs: Community Options Program-Waiver (COP-W), Community Integration Program (CIP), or are 17 ½ years old and are receiving services through the Children's Long Term Support (CLTS) Program. In 2015, the COP-W, CIP programs, and applicable CLTS participants will transition to the Family Care and IRIS programs.

In order to provide you with information about Family Care and IRIS, the State of WI is holding **Consumer Forums** for consumers, family members, and guardians scheduled on **February 18 & 19, 2015** to cover the topics listed on this page. Details of times and locations for the **Consumer Forums** are found on the opposite side of this letter.

Aging & Disability Resource Centers (ADRC)	<ul style="list-style-type: none"><li>• What are the next steps?</li><li>• What should I expect during enrollment counseling?</li><li>• How do I access the ADRC?</li></ul>
Introduction to Family Care	<ul style="list-style-type: none"><li>• How is Family Care different than the program I'm currently enrolled in?</li><li>• Will I have the same care manager?</li><li>• How are decisions about my care plan made?</li><li>• What happens to my providers?</li><li>• How are providers selected?</li><li>• What do I do if I'm not satisfied?</li></ul>
Introduction to IRIS	<ul style="list-style-type: none"><li>• How is IRIS different than the program I'm currently enrolled in?</li><li>• What are my responsibilities if I choose IRIS?</li><li>• Which services are different in IRIS than in Family Care?</li><li>• How is my IRIS budget and plan developed?</li><li>• How are providers located, approved and paid?</li><li>• What are the limits of my choices in IRIS?</li></ul>
Ombudsman Programs	<ul style="list-style-type: none"><li>• Advocacy services and supports available to Family Care and IRIS participants.</li><li>• Overview of regional Ombudsman contacts.</li></ul>

You will also find a **Frequently Asked Questions about Family Care and IRIS** information sheet in this packet. The State of WI **Consumer Forums** will provide additional opportunities to ask questions.

**Beginning in March 2015**, an Enrollment Counselor from the local Aging and Disability Resource Center will contact you to discuss Family Care and IRIS (Include, Respect, I Self-Direct). These programs are administered by the State of Wisconsin Department of Health Services (DHS). You will be able to choose which program meets your long-term care goals. In addition to direct contact, the ADRC of Brown County is holding **Group Enrollment Presentations** where you will have the opportunity to learn more about the enrollment process into Family Care and/or IRIS. Further information on those presentations is included on a separate sheet in this packet.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Fennema".

Nancy Fennema, Interim Director  
Brown County Human Services

**State of Wisconsin Department of Health Services (DHS)**

**Consumer Forums**

**February 18, 2015**

**Time:** 5 – 7 pm

**Location:** The Meadows Conference Center  
850 Kepler Drive  
Green Bay, WI 54311  
920-465-6700

**February 19, 2015**

**Time:** 10:00 am – 12:00 pm

**Location:** Rock Gardens/Comfort Suites  
1951 Bond Street  
Green Bay, WI 54303  
920-497-4701

**Time:** 5 – 7 pm

**Location:** The Swan Club  
875 Heritage Road  
De Pere, WI 54115  
920-336-1531

## Frequently Asked Questions about Family Care and IRIS

- **What is changing?**

You currently receive long-term care services and supports through county-run CIP, COP, and CLTS programs. Effective July 1, 2015, **Brown County** will begin availability of long-term care services through programs called Family Care and IRIS. CIP and COP will be phased out by October 1, 2015 and all current CIP and COP consumers in Brown County will receive their long-term care services and supports through either Family Care or IRIS. You can choose which of these programs you want.

- **What do I need to do now?**

You do not need to do anything right now. The Aging and Disability Resource Center (ADRC) of Brown County will contact you sometime between the months of March and September, 2015 to talk about the upcoming changes and to fully explain these changes.

- **Why are these programs changing?**

The Department of Health Services and counties have been working to improve Wisconsin's long-term care services. The new programs are designed to maintain or improve the quality of the services you receive and to serve more people. Family Care and IRIS is different from your current program in that they can coordinate all the services a person needs to maintain or improve their health and well-being. The "Include, Respect, I Self-Direct" (IRIS) program is designed for people who want to take full responsibility for managing their long-term care services.

- **When are these programs changing?**

Family Care and IRIS will become available in Brown County on July 1, 2015.

- **What will happen to my current program?**

As Family Care and IRIS become available in Brown County, the COP-W, and CIP programs will be discontinued. This is because these programs are replaced by Family Care and IRIS.

- **I understand my current long-term care program will be ending. What choices will I have about continuing to get long-term care services?**

You will have a choice whether to enroll in one of the new programs. Some of the services you get right now are only available when you enroll in one of these new programs. Services will continue to be available through your Medicaid Forward Card, if you are eligible for Medicaid.

- **Who will operate the new programs?**

The State will contract with Care Wisconsin and Lakeland Care District to provide the Family Care program in Brown County. IRIS is managed by the State through contracted agencies referred to as the IRIS Consultant Agency (ICA) and the Fiscal Employer Agent (FEA).

## Frequently Asked Questions about Family Care and IRIS

- **If I enroll in one of the new programs, then how will decisions be made regarding the services I receive? Will my services change?**

You will continue to get services during the transition. If you enroll in Family Care, you will have a case manager or service and support coordinator. You will also have a nurse working with you. Both of these people will work with you as a team to determine the services you need to effectively meet your long-term care needs.

If you enroll in IRIS, you will be responsible to coordinate your home and community-based services waiver plan, which includes hiring, scheduling, and budgeting for your service providers. You will work with an IRIS Consultant Agency and Fiscal Employer Agency to meet program requirements and to assist you with these tasks.

- **Will my family or guardian still be able to help me?**

Yes, your family, guardian, or others will still be able to help develop your care plan when you enroll in one of these programs.

- **Who should I call if I have questions or concerns about the upcoming changes?**

If you would like more information now, then you can call your county Case Manager or the Aging and Disability Resource Center to ask any questions or discuss any concerns you might have. Your Brown County Case Manager can be reached at 448-6000. The Aging and Disability Resource Center of Brown County can be reached at: 300 S. Adams Street, Green Bay, WI 54301, phone # 920-448-4399, or email: [BC.ADRC.ENROLLMENT@co.brown.wi.us](mailto:BC.ADRC.ENROLLMENT@co.brown.wi.us).

- **Who should I call if I have questions or concerns about the Family Care and IRIS program?**

Please contact the Department of Health Services toll free at 1-855-885-0287.



## Welcome to the Aging and Disability Resource Center

Since 1979 the Aging & Disability Resource Center (ADRC) has played a critical role as Brown County's resource for comprehensive and unbiased information about public benefits and community services for seniors, adults with disabilities and their caregivers. The ADRC is here for you during this transition to help you make the best choice for your future care.

ADRC Information and Assistance staff will provide Enrollment Counseling for you, your guardian, and/or Power of Attorney. Enrollment Counseling is designed with your needs in mind. We listen to understand your unique situation, focusing on needs and preferences. Staff will explain your choices so that you can make an informed decision, selecting the program the best fits your needs.

To provide as much convenience as possible the ADRC is planning a number of ways for you to participate in Enrollment Counseling and enroll in the plan of your choice. ***Please call 448-4399 to register for a group session or to schedule an appointment.***

- **Group Meetings:** See the back of this flyer for dates, times, and locations to attend a meeting. We've selected locations convenient to you; ASPIRO, the CP Center, NEW Curative, and the ADRC. ***Additional Group Enrollment Sessions will be scheduled in July, August, and September.***
- **Pre-Scheduled Weekly Appointments:** We will have weekly appointments on Tuesdays and Thursdays that include times scheduled beyond our regular offices hours. Tuesdays, 12:00 pm - 6:00 pm or Thursdays, 7:00 am – 1:00 pm Appointments will be held at the ADRC, 300 S. Adams Street, Green Bay, (45 minutes each).
- **Other Appointments:** Other appointments will be available during regular office hours. Monday - Friday, 8:00 am - 4:30 pm

We are committed to helping you in this transition. We know this is a big change in your life. During the upcoming months we will work on other ways we can meet with you to be sure everyone gets the assistance they need.

### Contact Us:

Enrollment Counseling phone line 920-448-4399, TTY: WI Relay 711 or

Email: [BC.ADRCEnrollment@co.brown.wi.us](mailto:BC.ADRCEnrollment@co.brown.wi.us)

***Thank you – We look forward to working with you.***



## How do I Enroll in Family Care & IRIS?

The ADRC of Brown County will be holding One Hour Group Enrollment Presentations on these programs to explain the Enrollment Process and offer an opportunity for an individual appointment with an Enrollment Counselor available after the Group Presentations on a first come, first serve basis.

Date & Time	Location
<b>Wednesday, March 4, 2015</b> Group Presentation 3:00 pm - 4:00 pm Individual Sessions with an Enrollment Counselor 4:00 pm - 4:30 pm	ADRC 300 S Adams St Green Bay, WI 54301
<b>Tuesday, March 24, 2015</b> Group Presentation 6:00 pm - 7:00 pm Individual Sessions with an Enrollment Counselor 7:00 pm - 7:30 pm	ASPIRO 1673 Dousman Street Green Bay, WI 54303
<b>Saturday, March 28, 2015</b> Group Presentation 9:30 am - 10:30 am Individual Sessions with an Enrollment Counselor 10:30 am - 11:00 am	ADRC 300 S Adams St Green Bay, WI 54301
<b>Tuesday, April 7, 2015</b> Group Presentation 1:00 pm - 2:00 pm Individual Sessions with an Enrollment Counselor 2:00 pm - 2:30 pm	N.E.W. Curative 2900 Curry Ln Green Bay, WI 54311
<b>Friday, April 24, 2015</b> Group Presentation 12:00 pm - 1:00 pm Individual Sessions with an Enrollment Counselor 1:00 pm - 1:30 pm	CP Center 2801 S Webster Ave Green Bay, WI 54301
<b>Saturday, May 16, 2015</b> Group Presentation 10:00 am - 11:00 am Individual Sessions with an Enrollment Counselor 11:00 am - 11:30 am	ADRC 300 S Adams St Green Bay, WI 54301
<b>Wednesday, June 3, 2015</b> Group Presentation 1:00 pm - 2:00 pm Individual Sessions with an Enrollment Counselor 2:00 pm - 2:30 pm OR Group Presentation 5:30 pm - 6:30 pm Individual Sessions with an Enrollment Counselor 6:30 pm - 7:00 pm	ADRC 300 S Adams St Green Bay, WI 54301

**Please call (920) 448-4399 to register for a group Enrollment Sessions!**

Unable to attend one of the Group Enrollment Sessions

The ADRC will be offering weekly opportunities for 45 minute private Enrollment Counseling.

Please call (920) 448-4399 to schedule an appointment.

Tuesdays  
12:00 pm - 6:00 pm

Thursdays  
7:00 am - 1:00 pm

## **Brown County Human Services Board Nicolet Psychiatric Hospital Governing Body Responsibilities**

Hospital policies related to the governing body will be reviewed and revised by the governing body and the Hospital Administrator to reflect compliance with 42 CFR 482.12

The Human Services Board is comprised of four individuals who also participate on the County Board.

The Hospital Administrator will submit monthly written reports to the Human Services Board that include the following:

- 1) Summary of issues related to patient care
- 2) Summary of issues related to contracted services
- 3) Summary of issues related to patient complaints, actions taken, and resolution/status
- 4) Pending or received federal and state regulatory concerns and citations

At least annually, the governing body will review and approve the hospital's policies.

Additionally, one member of the Human Services Board will be designated to participate on the hospital's QAPI Committee. This individual's term to participate on the QAPI Committee will be at least one year. This individual and the hospital's Quality Assurance Coordinator shall provide written summary reports of QAPI activities to the Human Services Board on a quarterly basis.

QAPI meetings will be held on an ongoing basis. For the period of March 2015 through June 2015, meetings will be held monthly. Effective July 2015, meetings will be held at least quarterly.

Hospital policies related to the QAPI program will be reviewed and revised by the governing body and the Hospital Administrator to reflect compliance with 42 CFR 482.21. Specifically, the governing body and Hospital Administrator shall ensure that the hospital policies address the following:

### **QAPI**

1. Inclusion of method by which actions, goals, and follow up data/evaluations are developed within the QAPI program
2. Identification of the position(s) or individual(s) responsible for fulfilling the role of Quality Assurance Coordinator
3. Method by which the hospital ensures that all departments are represented in the process of data collection and analysis

### **Patient Safety**

1. Description of the hospital's patient safety program related to QAPI
2. Inclusion of activities that show measurable improvement in areas of patient safety including reduction of risk associated with errors/incidents related to medications, medical and nursing procedures, and equipment.
3. Method by which performance improvement projects related to patient safety are selected.
4. Method by which root cause analyses are conducted for patient safety errors/incidents.



5. Method by which preventive actions and information related to errors/incidents is transferred throughout the hospital.
6. Identification of the position(s) or individual(s) responsible for fulfilling the role of Patient Safety Coordinator.

### **Hospital Oversight**

1. Inclusion of all hospital departments and services including contracted services
2. Inclusion of relevant indicators specific to the hospital's patient population and directly related to improved health outcomes and medical error prevention and reduction
3. Method by which the hospital measures, analyzes, and tracks quality indicators
4. Frequency and detail of data collection
5. Procedures by which the QAPI committee evaluates the services furnished directly by the hospital including contracted services
6. Procedures by which the QAPI committee identifies quality and performance problems, implements relevant action steps, and conducts effectiveness monitoring to show measurable progress and maintenance of action steps
7. Method and consistent forms to ensure documentation of multidisciplinary QAPI activities including maintenance of data, development and implementation of action plans, review of effectiveness of QAPI activities, and revision/re-evaluation of implemented actions
8. Selection of appropriate individuals who comprise the QAPI committee including representation from the Governing Board, medical staff, contracted service providers, hospital administration, and all departments
9. Mandatory attendance at QAPI meetings by appropriate staff who comprise the QAPI committee
10. Completion of root cause analysis for sentinel events/adverse outcomes/high risk and high volume conditions

Inclusion of a member of the governing body (one member from the Human Services Board) on the QAPI committee.

Plan/action implemented to prevent recurrence:

The governing body, defined as described below, shall meet at least six times per year. The chair of the governing body shall ensure that minutes of meetings are retained for a period of not less than seven years.

### **Social Services**

The governing body is responsible for approving the policy revision outlined below and for ultimately ensuring ongoing compliance with the policy as written.

The Social Services Manager is developing a discharge planning protocol that will be incorporated into policy and includes essential items to ensure consistency in the discharge planning process. These items include:

1. Referral sources for post-discharge needs
2. Information and education to provide to the patient
3. Coordination of care (including appointments)

4. Hand-off communication to community providers to ensure consistency in the discharge planning process
5. Documentation of activities related to discharge planning

Inclusion of a member of the governing body (one member from the Human Services Board) on the QAPI committee

Process for intervention by governing body if hospital fails to comply with QAPI policies and requirements

The QAPI committee will receive training on the revised policies.

The governing board will receive training on QAPI requirements.

Person who will implement the plan:

Hospital Administrator and Human Services Director.

Person who will monitor plan for future compliance:

Chair of the governing body (Chair of the Human Services Board) and the Human Services Director.

### **Nursing**

The governing body will provide final approval on revised policies prior to implementation. Specifically, the Hospital Administrator and director of nursing shall ensure that the hospital policies address the following:

1. Initiation of the nursing care plan upon admission
2. Input by social services, the physician, and other relevant disciplines within 24 hours with completion of the multidisciplinary coordinated care plan within 48 hours
3. Inclusion of physiological and psychosocial factors and method by which the treatment plan is updated to reflect changes in the patient's status
4. Discharge planning as a goal for each patient
5. Inclusion of short term and long term goals that are measurable and achievable and specific to the patient's needs and desired outcomes
6. Inclusion of interventions that are patient-specific and developed in collaboration with the multidisciplinary team including at minimum the physician, social services, and nursing
7. Process by which documentation of goal attainment or revision occurs to reflect progress or changes in the patient's status and treatment needs
8. Documentation of review of treatment plan at least every seven days